

LOG-IN TO Q-PATH



- To log into Q-path select the Q-path shortcut on your desktop and enter your **Login name** and **Password**. If you encounter any issues, contact your site administrator.

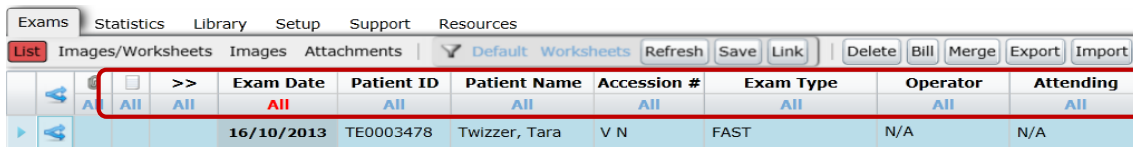


EXAMS LIST SCREEN – Locate Exam, Modify Data, Open Exam

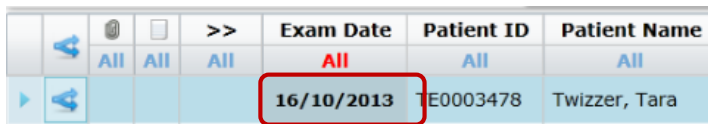
❖ A complete Q-path User Manual is located under the Support tab within your Q-path application

- After login, Q-path displays a screen with a list of exams. The list of exams displayed is based on your security access level (as set by your site administrator) and the database filter parameters set.
- If an exam of interest is not displayed, modify the filter parameters settings located below each of the column headers (e.g. The Exam Date filter is set for Today but the exam was completed last week).

❖ Refer to Quick Reference Guide [EXAMS LIST FILTER](#) for additional information.



- Locate the exam of interest. To modify the exam information double click in the field(s) (e.g. Patient Name, Exam Type, Operator) and enter or select the correct data as required.
- To open the exam of interest, select the date field.



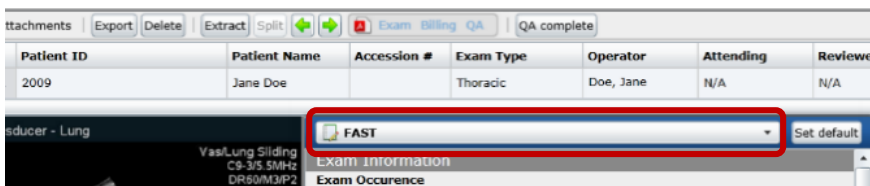
REVIEW EXAM – View Images & Complete Worksheet

- The exam opens in the **Images/Worksheets** screen. Images/clips and image thumbnails are viewed on the left screen panel and the exam & QA worksheets on the right screen panel.

- ❖ If image thumbnails are not visible, drag the right border of the large image field to the left.
- ❖ Windows PC – the **F11** key show/hides the Windows menu to maximize the Q-path screen space.

- Ensure the correct exam worksheet for the exam type is selected.

- Review the exam images and complete the exam worksheet as appropriate (checkboxes, radio buttons, drop-down lists, or text boxes as previously designed by your site administrator)



- Use the green arrows above the image thumbnails to navigate through the images or select a specific thumbnail.
- Comments can be added to an image in the form of annotation, arrow, or an audio clip. Select the annotation icon to show/ hide the annotation bar.

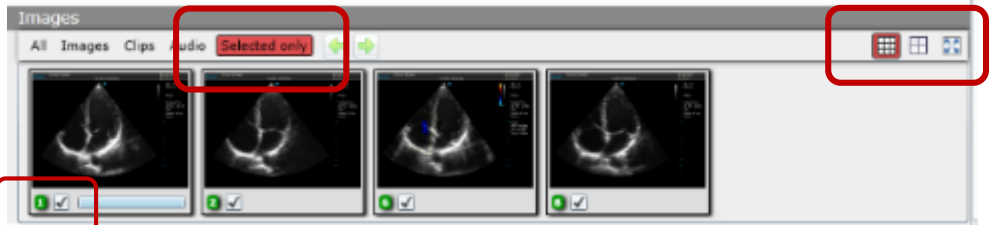
INCLUDE IMAGES IN EXAM REPORT:

❖ Exam worksheet template must be set up by administrator to include Image Section

1. Select **All** (images & clips), **Images** (only), or **Clips** (only) from the “**Image Section**” at the bottom of the exam worksheet. The selected list of image thumbnails appears at bottom of exam worksheet.

❖ Only the first frame of a selected image clip will display in the exam report

2. Check the checkbox in the lower left corner of each image/clip thumbnail to include it in exam report from images listed at the bottom of the exam worksheet.



3. Select “**Selected only**”

4. Select the size for the images included in the exam report.



for thumbnails /



for half-size images /



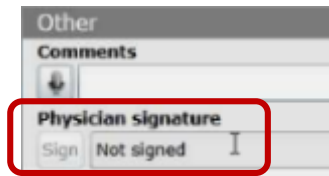
for full size images

PHYSICIAN ELECTRONIC SIGNATURE:

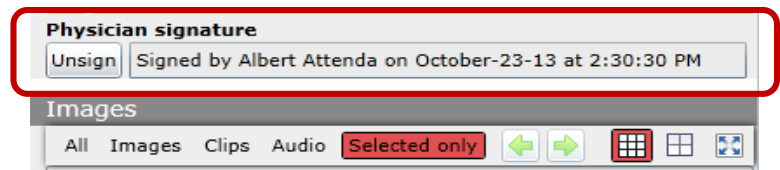
❖ Exam worksheet template must be set up by administrator to include Electronic Signature and Operator must have appropriate rights permission

1. Scroll to the Physician signature section of the exam worksheet.
2. Select the **Sign** button.

❖ If the sign button is gray then the Operator does not have the appropriate rights permission to electronically sign off on the exam results.

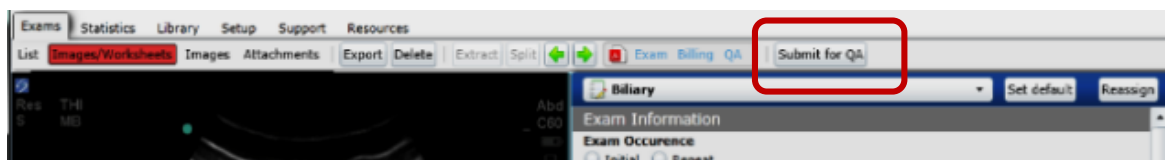


3. The Exam Worksheet/Results is electronically signed automatically with a date and time stamp.



SUBMIT EXAM FOR QA

1. Select **Submit for QA** button located above the worksheet section.



2. The following popup dialog is displayed.
3. *As per site protocol*, check **Email notification** and select the reviewer from the dropdown list.
4. Select **Ok**. **QA Status** for the exam changes from “**Not submitted**” to “**Pending**”.

